

Hiring



What should a Hiring Manager do before sending a new hire to Student Employment?

Submit Hire form. This process may take a few days to make it to our Front Desk.

- Give students information on acceptable documents needed to complete their I-9 paperwork.

[Click to view acceptable documents needed to complete I-9](#)

Please remember to let your students know that we only accept original documents. No exceptions.

- Explain to the student BYU's policy to have a copy of their social security card on file within 30 days of hire to avoid termination for all student employees.
- Inform students they need to make appointment to go to the Student Employment Office to present their I-9 paperwork.
- Please make sure the student is reminded of the honor code dress and grooming standards. We check for dress and grooming standards compliance.

NOTE: You can refer your student to the following link to make an appointment.

[Click to Make your Appointment](#)